

8 NOV 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 5 November 1971

1. Co-Op and Summer Intern Program:

a. One of our Summer Interns in Area Studies from OSR has been taken into the CT Program. She is a young lady from Hawaii.

b. Gilbert Darden, Co-Op Coordinator at Virginia State College (Black), visited [REDACTED] for lunch. We have one of his students in NPIC.

c. All last year's Summer Interns in NPIC and Area Studies are wanted back by their offices. Letters have gone to all of them asking their plans for next summer. It is possible our recruiting efforts will be greatly reduced if the expected number want to return.

2. Minority Group Recruiting:

a. [REDACTED] OCI, will join [REDACTED]

[REDACTED] recruiter, at a Career Convocation to be held November 10-12 at South Carolina State College, a predominantly Black school.

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b. During a visit this week to Oberlin College, which has 300 highly selected Black students among its total enrollment of 2000, [REDACTED] was invited to arrange to have a team of Agency Black professionals talk with the Black students. A date in January is being negotiated.

3. Processing of Clerical Personnel: We have made some further improvements in the clerical selection and EOD process in Clerical Staffing Branch. In order to reduce the amount of processing after EOD, we have begun arranging pre-employment medical and security processing for clerical applicants who live in the Metropolitan Area. When these applicants EOD, they are ready immediately for induction, training, orientation and assignment without the necessity for medical examinations and security interviews. Also, we have advised our Washington Area Recruitment Office that applicants who are tested by WARO and who pass the typing and shorthand tests will not be retested at the time of EOD which has been the case in the past.

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/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

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OD/Pers, [REDACTED] dpm (8 Nov 71)